

RETURN OF CORRESPONDENCE		RATE / NAME OF PROCESSOR	CLASSIFICATION OF ATTACHED
REFERENCES (a) OPNAVINST 5216.8C (CNO Supplement to the Department of the Navy Correspondence Manual) (b) OPNAVINST 5218.1C (OPNAV Mail Handling Procedures)		FROM CNO N-09B34 TO <i>(Originating office)</i>	
ENCLOSURE (1) Your letter, serial _____ of _____			
References (a) and (b) establish format and procedures to be followed in preparing and dispatching outgoing correspondence. The Mail and Files Branch performs screening and review procedures to ensure that all official outgoing correspondence meets these requirements as to format and security markings. Enclosure (1) is returned for correction of discrepancies noted below, and then return to the Mail and Files Branch <u>with this form.</u>			
1. ADDRESSED LABELS OR SUITABLE CONTAINER IS REQUIRED FOR ADDRESSES NOT LISTED IN THE SNDL. <i>(Two labels for classified material)</i>		10. PARAGRAPH CLASSIFICATION MUST BE SHOWN IN EACH PARAGRAPH, OR IN LAST PARAGRAPH, AS APPLICABLE.	
2. SIGNATURE STAMP OMITTED / LETTER UNDATED / TITLE OMITTED.		11. FORWARDING LETTER MUST BEAR A CLASSIFICATION AT LEAST AS HIGH AS BASIC CORRESPONDENCE / ENCLOSURE.	
3. ORIGINAL / COPIES NOT RECEIVED OR ACCOUNTED FOR ON THE OMR.		12. CLASSIFICATION OF THE SUBJECT STANDING ALONE MUST APPEAR IN PARENTHESES AT THE END OF THE SUBJECT.	
4. ABBREVIATIONS USED IN DISTRIBUTION LIST SHOULD BE THE SAME AS SNDL.		13. LETTER / ENCLOSURE(S) MUST BEAR PROVISIONS FOR GENERAL DECLASSIFICATION SCHEDULE.	
5. SERIAL NUMBER NOT ASSIGNED / INCORRECTLY ASSIGNED / INCOMPLETE.		14. CLASSIFIED MATERIAL SHALL BE ADDRESSED TO A COMMAND / ACTIVITY AND NOT TO AN INDIVIDUAL.	
6. ENCLOSURE () NOT RECEIVED / INCOMPLETE / NOT IDENTIFIED		15. INDICATE ON OMR AUTHORITY FOR RELEASING TO FOREIGN GOVERNMENT; OR CHOP THROUGH CNO-N52.	
7. "BLIND COPY TO(S)" / DISPOSAL DATE SHALL BE SHOWN ON THE OMR.		16. INDICATE ON OMR THAT THE PROVISIONS OF OPNAVINST 5510.60L ART 0909 "RELEASE TO CONTRACTOR," HAVE BEEN COMPLIED WITH; OR CHOP THROUGH CNO N09B31 (INDUS. SECURITY).	
8. IF "COPY TO" ADDRESSES ARE NOT TO RECEIVE ENCLOSURES, IT MUST BE SO INDICATED. <i>(For example: Copy to (w/o encl.))</i>		17. SEE REVERSE FOR ADDITIONAL COMMENTS.	
9. PROVIDE COPY OF CORRESPONDENCE / OMR FOR FILMING AND ENTRY INTO COMPUTER.			
DATE		SIGNATURE	
		HEAD, MAIL AND FILES BRANCH	

